

KANSAS STATE UNIVERSITY



MPH Program - How to Graduate

Spring Semester 2016

March 23, 2016

MPH Graduates

- Total of 143
 - Food Safety and Biosecurity: 9 (6%)
 - Infectious Diseases and Zoonoses: 89 (63%)
 - DVM / MPH: 40
 - International Veterinary Degree / MPH: 6
 - Other: 43
 - Public Health Nutrition: 23 (16%)
 - Public Health Physical Activity: 22 (15%)

These people made it and so will you!

Steps to Graduation – Step 1

1. Select a Major Professor

This is your choice and it can be your initial advisor if you both agree

Must be in your emphasis area

2. Ask 2 additional faculty members to be committee members

Should be MPH Graduate Faculty members
(list on website + booklet)

Consider faculty outside your emphasis area
but yet align with your career interest

Current MPH Program Faculty

- **Agriculture: 9**
 - Animal Sciences and Industry: 7
 - Entomology: 2
- **Arts & Sciences: 9**
 - Biology: 5
 - Journalism and Mass Communications: 2
 - Psychology: 1
 - Statistics: 1
- **Human Ecology: 20**
 - Family Studies and Human Services: 1
 - Hospitality Management: 1
 - Human Nutrition: 13
 - Kinesiology: 5
- **Veterinary Medicine: 20**
 - Clinical Sciences: 3
 - Diagnostic Medicine and Pathobiology: 17
- **Total: 58**

Steps to Graduation – Step 2

Fill out a Program of Study form (POS)

The POS is on the Graduate School's website (Academics>Form Finder)

Due after your first semester or after you have completed 9 hours. It is a roadmap of the classes you intend to take.

Have your major professor + committee sign.

MPH Director signs last as Department/Program Chair.

MPH Office will scan and deliver to Graduate School.

Program of Study Form – Pg 2

m-pos 07/2010

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

Willie Wildcat	DMP
Student	Dept.
Fred Flintstone	DMP
Major Professor	Dept.
Barney Rubble	DMP
Supervisory Committee Member	Dept.
John Slate	AS
Supervisory Committee Member	Dept.
Supervisory Committee Member	Dept.
Michael Cates	MPH
Dept Head / Graduate Program Director	Dept.

Signatures

Student

Major Professor

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Dept Head / Graduate Program Director

Dean of the Graduate School (signature): _____

Dean of the Graduate School _____ Date _____

Typed copies of the program signed by the student, major professor, committee members, and the department head or group chairperson are forwarded to the *Dean of the Graduate School, 103 Fairchild Hall*. (Department head or graduate program director signs twice if also a committee member.)

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve: [MUST answer all questions below. Any Yes answers require compliance before POS is signed.]

- | | | |
|---|--|---|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents (Institutional Biosafety Committee) IBC# _____ |

INSTRUCTIONS

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. **If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s).** Master's research hours should be listed on one line with the total sum of credits. Do not include course work earned more than six years prior to the semester this program is submitted.

SUBMISSION

Form to be submitted to the *Dean of the Graduate School, 103 Fairchild Hall*.

It is a 2 page form. Print out in 2 pages, that way if the first page changes, you do not have to get the signatures again.

Must answer these questions, otherwise the Graduate School will not process. If you do not know, answer "No."

Once signed by the Graduate School Dean you are e-mailed an approved copy.

Steps to Graduation – Step 3a

Field Experience

The Field Experience requirement is an accreditation requirement. Every school/program that offers an MPH and is accredited by CEPH must have their student complete a Field Experience.

At least 1 year before you plan to graduate start working on your Field Experience placement.

Consider your interests in public health and what you want to do after graduation.

Review list of where past MPH students have gone.
On website + booklet.

Review Field Experience Form (on website).

Steps to Graduation – Step 3b

Field Experience

Your Field Experience is an “application of knowledge” so it is scheduled for last semester (or near the last) of your coursework.

Visit with the agency/organization and see if they are interest in working with an MPH student.

Fill out the form and have signed by agency/ organization, major professor + committee. MPH director signs last.

Purpose of form is so everyone agrees to what you are going to do. No surprises.

Steps to Graduation – Step 3c

Field Experience

MPH office will scan the form once it is approved by the MPH Program Director and send you a copy.

Apply for Travel Awards to offset cost of Field Experience. (Application on website)

Travel Awards / Scholarships

- **Graduate Council Travel Awards (available for all graduate students)**
 - 2013: \$250
- **MPH Travel Awards: (for MPH students in all areas)**
 - 2010: \$2,500
 - 2011: \$2,000
 - 2012: \$7,000
 - 2013: \$6,000
 - 2014: \$3,300
 - 2015: \$3,500
 - 2016: \$2,000
 - TOTAL: \$26,300
- **CVM Travel Awards / Scholarships to MPH Students (IDZ)**
 - 2009: \$ 2,000
 - 2010: \$ 2,500
 - 2011: \$ 3,500
 - 2012: \$ 8,000
 - 2013: \$41,300
 - 2014: \$ 6,025
 - 2015: \$ 2,500
 - 2016: \$ 1,000
 - TOTAL: \$66,825

TOTAL (2009-2016): \$93,375

As of March 2016

Steps to Graduation – Step 4

Field Experience Report

Imbedded in your Field Experience is a culminating project you will complete for the agency/ organization. What the project entails is between you, your major professor and the agency/ organization. The only requirement is that it be “population” based.

If you complete the thesis that is your culminating project but you still complete a field experience.

Your Field Experience Report along with your project is to be presented in an open forum.

Steps to Graduation – Step 5a

The Semester You Want To Graduate

1. You must be enrolled in 1 credit hour.
2. Communicate with your Major Professor.
3. Sign up for graduate in KSIS.
4. Give your major professor a good rough draft of your report and get some days and times for your “defense.” Talk to the rest of your committee and see what days and times work for them.

Steps to Graduation – Step 5b

The Semester You Want To Graduate

5. Schedule your “final exam” before the Graduate School’s end date for that semester. Fill out the “Form to Schedule Final Exam” (on Graduate School’s website).
6. A minimum of 2 weeks before you want to present your Field Experience Report the form is due to the Graduate School along with a final draft of your report to all on your committee.

Steps to Graduation – Step 6c

The Semester You Want To Graduate

6. After your presentation, and after you have made the changes your committee wants, a Word copy of your report and your PowerPoint slides are to be given to the MPH Office. The MPH Office uploads them to K-REx.
7. If you complete a thesis you upload it to K-REx and pay the fee assessed by the Graduate School.

Steps to Graduation – Step 5d



APPROVAL TO SCHEDULE FINAL EXAMINATION: MASTER'S

The Graduate School <hr/> Kansas State University	Name:		Examination to be taken: <input type="checkbox"/> Oral Exam <input type="checkbox"/> Written Exam Date: <input type="text"/> Time: <input type="text"/> Place: <input type="text"/>
	K-State eID:		
	Student Number (WID):		
	Degree Program:		
	College:	<input type="checkbox"/> AG <input type="checkbox"/> AR <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> ED <input type="checkbox"/> EN <input type="checkbox"/> HE <input type="checkbox"/> TC <input type="checkbox"/> VM	

A committee member's signature on this form indicates that the student named above is approved to take a final examination. Information regarding final examinations and graduation is available on the Graduate School website at <http://www.k-state.edu/grad/students/gradandcomm.html>.

Return this form at least two weeks in advance of the examination to 103 Fairchild Hall when the date, time, and place of the final examination have been approved by all committee members. (If preparing a thesis or report, also bring a copy of the abstract and thesis/report title page).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Major Advisor (print name)	K-State Email	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisory Committee Member (print name)	K-State Email	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisory Committee Member (print name)	K-State Email	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisory Committee Member (print name)	K-State Email	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisory Committee Member (print name)	K-State Email	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept Head / Grad Program Director (print name)	K-State Email	Signature	Date

Upon receipt of the "Approval to Schedule Final Examination" form, your records will be checked to see if all requirements have been met so that you may receive your degree this semester. The Graduate School will send a message to your email address either that your materials are in order or that you have specific problems that must be resolved prior to graduation. **If you do not have access to email, please indicate a postal address for sending a letter.**

Steps to Graduation – Step 6

You Graduate!

And receive your diploma.

**As long as you do not owe
K-State any money and all of
your “incompletes” have been
taken care of.**

K-State MPH Graduates

Some of their destinations

- **More Education**
 - Medical School / PA School / Nursing School
 - Veterinary School
 - Physical Therapy School
 - PhD Programs
- **International Agencies**
 - Chemonics International
 - Mekong Minority Foundation
 - Project HOPE (Uzbekistan)
 - United Nations FAO
- **Private and Non-Profit Organizations**
 - Alchera Bio, LLC
 - Apple Wellness
 - Boehringer Ingelheim Vetmedica
 - Booz Allen Hamilton Consultant
 - Celerion, Inc.
 - Chemonics International
 - CrossFit Trainer
 - DuPont/Danisco
 - Farmland Foods, Inc.
 - Genesis Laboratories
 - Harvesters Community Network
 - Kansas Red Cross
 - Kansas Rural Center
 - Pepperidge Farms
 - Private Chiropractic Practice
 - Private Veterinary Practice
 - Rustic Pathways / Gap Medics
 - Starbucks Corporate Office
 - Tri-Health Corporation
 - XenoTech
- **Universities**
 - Central Michigan University
 - Columbia University in Swaziland
 - Kansas State University
 - University of New Mexico
 - University of North Dakota
 - Yale University
- **Federal Government**
 - HHS, CDC, FDA, Public Health Service
 - Homeland Security – Plum Island
 - Moldova Ministry of Health
 - Peace Corps
 - USDA
 - U.S. Army
- **State and County Government**
 - Fairfax County (VA) Public Health
 - Kansas Dept. of Agriculture
 - Kansas Dept. of Health / Environment
 - Missouri Extension
 - Morrison County (MN) Public Health
 - Nebraska Dept. of Health
 - North Dakota – Asst. State Veterinarian
 - Riley County (KS) Extension
 - Riley County (KS) Health Department
 - Sedgwick County (KS) Health Department
 - Shawnee County (KS) Extension
 - Todd County in Minnesota
 - University of Kansas Cancer Registry

Steps to Graduation

Questions?